
Regional Construction Cost Manager

Position Details

- Reports to: Senior Director of Construction & Planning
- Classification: Regular Full Time, Salaried Exempt
- Expectations: Travel up to 25% of the time, including some weekend travel

Summary

To provide construction management support to church construction projects primarily in the Eastern United States and other regions of the country as needed.

Essential Functions

- Assist ministries in the early planning and design (value engineering) for commercial construction projects, making recommendations regarding budget/Schedule of Values and contractor bids
- Evaluate and review construction contract documents to determine the soundness of the project and conformance with industry standards
- Review property condition assessments, and other real estate and project documents, to identify potential construction risks and LTV issues
- Collect and review project startup, lien waivers, supporting documents for loan draw requests, and closeout documents
- Manage the construction budget and funding process on web-based software
- Coordinate with the church's representative, architect, and contractor on all change orders
- Reference construction plans, project drawings, specifications, project budget/Schedule of Values (SOV) throughout the project to confirm adherence.
- Evaluate Applications for Payment, checking for accuracy, identifying any potential issues including timeline/cost overruns, and escalate as needed
- Conduct periodic onsite construction inspections and attend OAC meeting
- Provide support to the CDF loan origination and servicing processes as needed

Key Qualifications

- A living, vital faith in Jesus Christ
- Bachelor's Degree in construction management or 5+ years of Construction experience equivalent demonstrated through one or a combination of the following: work experience, training, education
- Demonstrated ability to inspect large commercial projects with respect to evaluating construction progress, determining the adequacy of funds requested based on actual work-in-place, and identifying on-going project specific construction risk
- Knowledge and understanding of commercial architectural and civil design
- Ability to meet deadlines take initiative and work independently with minimal supervision in a structured environment
- Strong organizational, attention to detail, and problem-solving skills
- Capable of self-motivation with a high level of initiative and accountability while effectively contributing to a team

- Excellent computer skills (advanced Microsoft Office) and a demonstrated ability to document and communicate review findings
- Excellent verbal, written, and interpersonal communication skills including active listening, eliciting information, comprehending customer issues/needs, and recommending solutions

General Information

Benefits

CDF Capital provides a generous benefits package that includes paid time off, health, dental, vision, and a 403(b) retirement program.

Working Conditions

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The employee must sit for prolonged periods, and stand, walk reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to grasp, use repetitive hand movements and fine coordination to use a computer keyboard. The position also requires the employee to use near vision in reading correspondence, data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Equal Employment Opportunity

The Company is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and abilities. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, sex, national origin, marital status, age, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, military status or status as a Vietnam-era or special disabled veteran, medical condition, genetic information or any other consideration made unlawful by federal and state laws and local ordinances applicable to non-profit religious corporations that are part of the CDF Capital companies. Such discrimination is unlawful. **As an integral part of the Christian Church/Churches of Christ, the Company's non-profit ministries can and do discriminate on the basis of its religious beliefs and practices, as allowed.**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

About CDF Capital

Helping Churches Grow Since 1953

We believe that every person is on a spiritual journey of transformation, and the best place for that journey to happen is in God's Church. Church growth, however, is about more than just attendance – it is about discipling spiritually maturing believers, creating a culture of healthy leadership, and exercising sound financial

stewardship. When we partner with the Lord and with churches to generate Spiritual, Leadership, and Financial Capital, the results are transformational. We call this Transformational Capital.

To learn more about CDF Capital, please visit www.cdfcapital.org.